



Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

MINUTES

February 9, 2004

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Budget

Public Hearing of request to remove approximately 40 feet of stone retaining wall within the right of way adjacent to #302 Lowell Street (Map 21, Lot 12) under the provisions of the Scenic Road Bylaw (Art. XII & MGL Ch. 40, Sec. 15 [Request of Stamski and McNary, Inc.]

Continued discussion of "informal conceptual site plan" for addition of tennis courts and parking at Banta-Davis field, Map 14, Parcel 23 [Site Plan Approval required by Selectmen], request of Carlisle Recreation Commission

Request for support of proposal for the Town to purchase "Parcel A" off South Street (Map 5, Parcel 7), a.k.a. the Benfield property, utilizing approximately \$2 million of Community Preservation Act funds (Request of Community Preservation Committee)

Notice of Public Hearing for accessory apartment special permit at 252 Brook Street

ANR Plan: Cross Street, Map 7, Parcel 21, Regina Costello, Trustee of Carriage Estates Trust, applicant

Request for extension of time to complete Pine Meadow Definitive Subdivision Plan (Davis Road) [Request of William Costello]

Request for extension of time to complete Wilkins Lane Definitive Subdivision Plan [Request of William Costello]

Consideration of proposing amendments to the Personal Wireless Communication Facilities bylaw (sec. 5.9 of the Zoning Bylaws)

2003 Town Report

Employee Performance Evaluations

Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]

Review of application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for 8 condominium units of attached housing on three existing lots, to be known as "Carlisle Woods," on Carlisle Street, adjacent to 926 Maple Street (Map 24, Parcels 18, 19 & 20), 2 units to be offered as affordable housing. (Application of Massapoag Real Estate Development Corp, referred by Board of Appeals)

Chair Louise Hara called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board members David Freedman, Dan Holzman, Tom Lane and Phyllis Zinicola were present along with Associate Planning Board members Rich Boulé and Ray Bahr. Member Rich Colman arrived at 7:50. Member Michael Abend was not in attendance this evening. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were present.

Minutes

The minutes of 1/26/04 were reviewed. Zinicola and Freedman made several corrections and clarifications. Freedman then moved to approve the minutes of January 26, 2004 as amended. Lane seconded the motion and it carried 5-0.

Budget

Mansfield and Lane attended the FinCom meeting on Thursday 2/5/04 to present the Planning Board's proposed FY05 budget. The guideline budget was received with little comment. FinCom then reviewed the level services budget which included funding for continued work by the GIS and wireless consultants. The PA presented draft GIS maps to illustrate the need for continued funding of this project. FinCom agreed in principle that both the GIS and wireless study are necessary projects that should be funded in order to complete work in progress.

Lane also presented the growth budget to the FinCom which added \$10,000 to the level services budget in order to continue community development planning and to produce a master plan. FinCom recommended that expenses for a planning consultant be brought to Town Meeting under a separate warrant article, or be presented to the Long Term

Capital Requirements Committee. FinCom admitted that Long Term Cap might not be the appropriate committee to fund such a request since planning services are not capital improvements.

Freedman suggested that the budget should be presented to the FinCom again noting that under State statute, the Planning Board is charged with preparing and maintaining a master plan for the Town. Therefore, planning is essentially an ongoing process and the Board's operating budget should be upgraded accordingly in order to fund planning each year.

(Colman arrived.)

Colman noted that the last master plan prepared in 1995 was coordinated by the Junior League and put together entirely by volunteers. He suggested, however, that consultants should be used to gather and coordinate technical data.

Lane agreed to approach both the FinCom and Long Term Cap to discuss the need to fund on-going planning efforts by increasing the Planning Board's annual operating budget by approximately \$10,000.

Mansfield noted that FinCom also asked the Planning Board to continue reviewing potential sources for increased revenue.

Public Hearing of request to remove approximately 40 feet of stone retaining wall within the right of way adjacent to #302 Lowell Street (Map 21, Lot 12) under the provisions of the Scenic Road Bylaw (Art. XII & MGL Ch. 40, Sec. 15 [Request of Stamski and McNary, Inc.]

George Dimakarakos of Stamski and McNary was present. He explained that the ZBA's approval for development of this 40B site included a condition requiring construction of a footpath along Lowell Road. Currently there is a stone retaining wall located approximately 3-4 feet from the edge of the pavement. The wall would have to be removed in order to install the path, so the applicant is seeking permission to do so under the Scenic Roads Act.

Freedman stated that he was present at the site walk and noted that the wall is actually in disrepair and more closely resembles a pile of stones. DPW superintendent Gary Davis was also at the site walk and requested removal of the wall for safety and improved sight distance.

Lane asked if the current wall is actually functioning as a retaining wall and if so, how will the soil behind the wall be retained. Dimakarakos said that the area would be regraded and stabilized into a more gradual slope.

Mansfield noted that the intent of the scenic road bylaw is to maintain the scenic value of the stones whether they are in a wall or a pile.

Landscape Designer Don Peterson of Earth Designs, retained by the project developer, arrived at this point and presented a conceptual landscaping plan. He suggested that the existing stone wall could be rebuilt on the property as a loose stone wall using stones from the site.

The Board liked this proposal and then discussed where the wall should be located and how to coordinate efforts with the ZBA to ensure that Planning Board requirements for the stone wall do not interfere with ZBA requirements for landscaping. ZBA member Cindy Nock was in the audience and explained that a building permit cannot be issued until the ZBA has reviewed and approved the landscaping plan.

Freedman moved to consent to removal of approximately forty feet of stone retaining wall within the right-of-way at 302 Lowell Road with the condition that a stone wall be rebuilt on the property near the frontage of 302 Lowell Road in the style of a country fieldstone wall using those and other stones from the site to maintain a scenic appearance, and that the Planning Board will have an opportunity to review the final design and location of the wall when a more formalized landscaping plan is presented to the Zoning Board of Appeals. Holzman seconded the motion and it carried 6-0.

Continued discussion of "informal conceptual site plan" for addition of tennis courts and parking at Banta-Davis field, Map 14, Parcel 23 [Site Plan Approval required by Selectmen], request of Carlisle Recreation Commission
Cindy Nock of the Recreation Commission and engineer Richard Harrington of Stamski & McNary were present for this discussion.

Harrington presented a plan showing the four proposed tennis courts with drainage swales added to direct runoff around the courts and into an existing infiltration basin. The runoff is then directed through an existing culvert under the road, into a swale next to the softball field. Harrington also showed that the roadway pavement would be widened slightly in front of the courts to improve the current parking area and allow sufficient space for head-on parking and a passing lane. Twelve additional gravel parking spaces, including one handicapped space, will be added at the curve where the road becomes gravel. The Board suggested that the handicapped space either be paved, or moved to the side that is already paved.

The Board then asked if drainage calculations had been done for the tennis courts. Harrington said these were not necessary because it is the same amount of water running off from that area. The Board disagreed, noting that with the removal of trees and added pavement, the increase in runoff could be significant. Holzman suggested calculating for a 25-year storm event and verifying that the existing culverts can handle that amount.

Nock said she spoke with Gary Davis regarding screening of the cemetery and he is willing to work with RecCom to coordinate installation of screening. Davis also recommended temporarily closing the tennis courts in the event that a burial is scheduled in the area.

Harrington explained that he researched the possibility of using pervious pavement in the area, but discovered that because the proposed area to be paved sits on top of glacial till, it would require excavation to three feet and then a sand and gravel fill. Holzman thought that there might be sandy soil in the area of the upper parking lot and suggested that RecCom consider the use of pervious pavement there if it should decide to pave this lot in the future.

RecCom intends to revise the plan as suggested this evening and then apply to the Board of Selectmen for Site Plan Review. The Planning Board will then have an opportunity to review the revised plan and make its recommendation to the BOS.

Request for support of proposal for the Town to purchase "Parcel A" off South Street (Map 5, Parcel 7), a.k.a. the Benfield property, utilizing approximately \$2 million of Community Preservation Act fund (Request of Community Preservation Committee)

Alan and Lynne Carpenito, and Gail and Bud Collins of South Street; David Hart of Fifty Acre Way; and Jeff Kiel of Davis Road were present.

Zinicola presented a draft motion for Town Meeting vote regarding acquisition of Benfield Parcel A using Community Preservation Act (CPA) funds. She explained that this draft was discussed at a Community Preservation Committee (CPC) meeting on Feb 4th and is currently being reviewed by Town Counsel. Zinicola summarized the motion noting that it provides that the field near the road be designated for recreation and that a buffer will be provided to screen potential development from abutters. The draft motion also states that any development of the property is subject to a Town-wide planning and approval process. Zinicola explained that if the 2005 Annual Town Meeting does not approve a master plan for Parcel A, then the Board of Selectmen, ConsCom, RecCom and Housing Authority will work together to implement a mixed use plan described in the draft motion within six months of that meeting.

Planning Board members reviewed the draft and suggested several clarifications before opening the floor to questions from the public.

Gail Collins asked if a plan for the proposed overlay districts is available to the public. Zinicola said it should be available this week and she will try to have it published in this week's *Mosquito*. The PA suggested that it should also be made available in the Town Clerk's office.

Alan Carpenito asked why the Planning Board endorsed one plan, but there is now a different plan before the Town. The Board explained that the initial ANR plan presented to the Planning Board simply established lot lines and allowed the applicant to determine property value based on the potential for development. Zinicola also noted that the applicant minimized the potential for development. Subsequently, the Carlisle Conservation Foundation negotiated an option to purchase this parcel for \$2 million. CCF is now offering this option to the Town, and the CPC is evaluating the potential to use CPA funds to purchase the parcel. The CPC will make a recommendation regarding the use of CPA funds to Town Meeting, but actual planning for development of the parcel will require input from the public and all Town boards, departments and committees.

Gail Collins noted that she and other abutters had not understood this process before and suggested that the public be better informed before Town Meeting. She also asked what would happen if Town Meeting votes against this acquisition. Hara assumed that the CCF would retain ownership and likely develop a portion of the land to recover their expenses.

Hart noted that after the land is acquired there would be additional costs to develop the property. He asked if the motion at Town Meeting could include a range or cap on the size of ball fields and housing. Zinicola explained that the CPC is balancing the need to define potential use of the property with the need to keep the Town's options open. She explained further that FinCom is currently reviewing the various funding options to determine how much of the CPA funds should be used as a down payment and how much should be bonded based on future CPA income. She noted that the goal is to retain enough money in the CPA account to allow for future planning and development.

In response to Jeff Kiel, Zinicola explained that if the land is acquired solely using CPA funds, then the Town is limited to using the parcel for affordable housing, historic preservation, or open space and recreation. She also noted that if a portion of the purchase price is bonded based on future CPA income, then the Town is committed to retaining this tax at least at the minimum 0.5% level until the bond has been paid in full.

Notice of Public Hearing for accessory apartment special permit at 252 Brook Street

The public hearing was scheduled to open on Feb. 23, 2004, but Board members pointed out that the *Mosquito* would not be publishing next week, school vacation week. In order to provide public notice, the hearing was rescheduled to March 8, 2004. Board member Michael Abend notified the PA that he would likely be unavailable for this public hearing, so Hara appointed the two associate members to sit on the Board for this public hearing. It was agreed that if more than seven members were eligible to vote at the time of the decision, the chair would flip a coin to decide which associate member is to cast a vote.

ANR Plan: Cross Street, Map 7, Parcel 21, Regina Costello, Trustee of Carriage Estates Trust, applicant

Mansfield presented the revised ANR plan, now clearly indicating the Wetland/Flood Hazard District and cart paths. Board members noticed, however, that one of the symbols used on the plan, presumably to indicate streams, was not included in the legend. Therefore, the ANR plan was not accepted to filing this evening and the PA was asked to return it to the applicant for revision.

Request for extension of time to complete Pine Meadow Definitive Subdivision Plan (Davis Road) [Request of William Costello]

In response to a written request from the applicant dated 1/26/04, Colman moved to grant a 90-day extension of time to complete the Pine Meadow Definitive Subdivision Plan to May 14, 2004. Holzman seconded the motion and it carried 6-0.

Request for extension of time to complete Wilkins Lane Definitive Subdivision Plan [Request of William Costello]

In response to a written request from the applicant dated 1/26/04, Colman moved to grant a 90-day extension of time to complete the Wilkins Lane Definitive Subdivision Plan to May 14, 2004. Lane seconded the motion and it carried 6-0.

Consideration of proposing amendments to the Personal Wireless Communication Facilities bylaw (sec. 5.9 of the Zoning Bylaws)

Hara explained that the Planning Board should lay the groundwork for drafting possible amendments to the wireless bylaw before engaging the services of Broadcast Signal Lab (BSL). She suggested that several members of the PB volunteer to work with Paul Morrison of the School Committee to consider the bylaw changes. Holzman, Hara, Freedman, and Boulé offered to work on this subcommittee and Holzman agreed to organize a meeting.

The PA then summarized a meeting he had with Hara, Freedman and Ray Faucher of Great Brook State Park. At that meeting, Faucher indicated that American Tower has already approached him regarding construction of a tower on park property. They have selected a site behind the administration building where a 70-foot communications tower is currently located. An 80-foot tower on the same site could be consistent with the Wireless Facilities Plan prepared by BSL.

2003 Town Report

Mansfield explained that he was unable to complete the Town Report last week, but will e-mail it to Board members for review as soon as possible.

Employee Performance Evaluations

The Board received staff self-evaluations via e-mail and Hara asked members to forward comments to her as soon as possible.

Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]

Mansfield explained that Applied Geographics forwarded GIS hardware and software requirements to him, and David O'Hearn is currently reviewing existing Town Hall systems and their capabilities. Bahr offered to help review the specifications and determine a budget for GIS needs in Carlisle.

Review of application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for 8 condominium units of attached housing on three existing lots, to be known as "Carlisle Woods," on Carlisle Street, adjacent to 926 Maple Street (Map 24, Parcels 18, 19 & 20), 2 units to be offered as affordable housing. (Application of Massapoag Real Estate Development Corp, referred by Board of Appeals)

Freedman attended the ZBA meeting on 2/5/04 and reported that Town Counsel Richard Hucksam believes strongly that the site does not require frontage because there are no state regulations establishing minimum frontage. Holzman noted that the state subdivision control law requires a minimum 20-foot frontage in the absence of local regulations. Mansfield suspected that Hucksam believes the subdivision control law does not apply to 40-B projects.

Mansfield reported that the ZBA hired facilitator Ralph Wilmer of McGregor Associates. The ZBA continued this hearing to March 3, 2004.

At 11:40 p.m., the Board unanimously adjourned the meeting.

Respectfully submitted,



Anja M. Stam
Administrative Assistant